

**STATE OF TEXAS
PURCHASE ORDER**

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government	4. Purchase Order No. 306-16-8294	12. HUB: N/A	13. Order Type: Service
	5. PCC E	14. Vendor Identification No: 17300533472-001	
2. Agency Billing Address **ACCOUNTING DEPARTMENT** Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185	6. Current Document No.	15. Vendor Address: Capital Typing PO Box 7693 Hilton Head, SC 299387693	
	7. Document (order) amt \$1,000.00		
	8. REF DOC		
*VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."	9. Service Period or Expected Delivery Date: 2/1/2016 - 8/31/2016	16. Vendor Contact Info: David Jona Phone: (800) 784-8402 Fax: (888) 551-8133 Email: david@capitaltyping.com	
	3. Destination of goods or service FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	10. Agency Contact: Pam Rodriguez Email: prodiguez@tsl.texas.gov Phone: (512) 463-3037 Fax: (512) 475-3393	
	11. TSLAC Project Contact: Naomi DiTullio Email: nditullio@tsl.texas.gov Phone: (512) 936-2586		

17. Description

Transcription services for webinars for three (3) per month at 60 minutes per webinar for the period of 2/1/2016 - 8/31/2016.

Vendor will be notified when services are required. This purchase order is to be used on an as needed basis and may be used in part, in whole, or not at all as deemed necessary by the Texas State Library and Archives Commission. Purchase Order Terms & Conditions and Invoicing Instructions are attached. Vendor should note that the annual total of the invoice amounts cannot exceed the total purchase order amount without prior approval from the Purchasing Department.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	24312	16	7299	7220	\$1,000.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Transcription services for webinars on an as needed basis. Estimated time for 1,000.00 minutes.	961-72	1	Lot(s)	\$1,000.00	\$1,000.00

Grant Number: LS-00-15-0044-15 – FFY 2015 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services

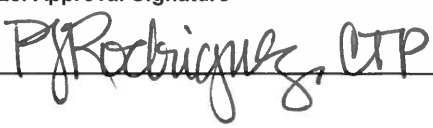
Grand Total \$1,000.00

26. Legal Cites: TPASS Delegated Purchases as defined by TAC Title 34, Part 1, Chapter 20, Subchapter C, Rule §20.41

27. Division Tracking Number: LDN 16-001

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency.
If you need further proof of this, please contact the Agency Contact in box #10.

Confirmation of receipt is required, please sign box #29 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

28. Approval Signature 	Date 1/27/2016	29. Vendor Signature	Date
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**Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form**

RECEIVED

JUN 22 2015

PURCHASING

Fiscal Year 2016

☐ Purchase Requisition (PR)

☒ Blanket/Non-PR*

Blanket PO #: _____

*CFO Signature not required for blankets.

PO #: 16-8094

Division Tracking #: LDN 16-001

Previous PO #: 15-8087

Encumbrance Number: _____

Requested Delivery Date: _____

Vendor Name: Capital Typing

Address: PO Box 7693

City, State, Zip: Hilton Head, SC 29938-7693

Phone: 1-800-784-9402 Fax: 1-888-551-8133

Contact Name: David Jona

Email: david@capitaltyping.com

Vendor ID#: _____

DUNS: 962402405

SAM Expiration Date: 05/27/2016

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
<div> <div>+</div> <div>-</div> </div> Transcription services for webinars at three (3) per month at 60 minutes per webinar for the period of 09/01/2015 - 08/31/2016. Estimated time 1000 minutes	961-72	1000	Minutes	\$1.00	\$1,000.00	24312	7220	7299
Subtotal					\$1,000.00			
Shipping & Handling					\$0.00	if applicable		
Grand Total					\$1,000.00			

Special Instructions: Grant Number: LS-00-15-0044-15 – FFY 2015 • CFDA: 45.310 – Grants to States• Institute of Museum and Library Services

Division Proprietary Statement (to be filled out if service or commodity will not be competitively bid)

Naomi DiTullio
1. Requestor or Contract Manager Signature (always required)

Naomi DiTullio 936-2586

Type name & phone number of Requestor or Contract Manager

Rosewinch
2. Purchasing Liaison Signature Date

6/22/15
3. Division Director Signature (always required) Date

4. If IT related, send PR to Accessibility Team.
For Accessibility Team:
ADA Compliant: (Circle One) YES NO

5. Director or IRT (if required) Date

6. Executive Signature (if required) Date

Donna Osborn 6/22/15
7. Chief Fiscal Officer (always required)* Date

delos15 PR Rodriguez CTP 1/27/2016
Ordered by Date

2/1/2016 - 8/31/2016
Estimated Delivery Date

Received by (Signature) Date

Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev. 05/15/2015

Vendor Change Approvals:

Please initial and date accordingly

_____	1. _____	3. _____	5. _____	7. _____
Purchasing Signature	Date	2. _____	4. _____	6. _____